



**NWU**®

NORTH-WEST UNIVERSITY  
NOORDWES-UNIVERSITEIT  
YUNIBESITI YA BOKONE-BOPHIRIMA

## **Constitution of the Students' Representative Council of the North-West University**

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## **CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL OF THE NORTH-WEST UNIVERSITY**

### **Preamble**

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness, an ethic of care, and creating a clearly differentiated student value proposition through the provision of a comparable student experience, the Council of the North-West University (NWU) has, in terms of section 32 and 35 of the Higher Education Act 101 of 1997 and paragraph 26 to 29 of the Statute of the NWU, approved the Constitution of the Students' Representative Council (SRC) on 9 September 2021.

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# INTRODUCTION TO THE CONSTITUTION OF THE SRC

## 1 Interpretation and application

The Constitution of the SRC must be applied in a manner which is consistent with –

- 1.1 The Higher Education Act 101 of 1997;
- 1.2 The Statute of the North-West University as promulgated from time to time<sup>1</sup>;
- 1.3 The Institutional Rules on Student Governance<sup>2</sup>;
- 1.4 Other relevant policies, rules and guidelines of the university which might be applicable.

## 2 Institutional Rules on Student Governance

The Institutional Rules on Student Governance provides for the following matters not accounted for in the SRC Constitution:

- 2.1 The procedures on the election, term of office, termination of membership, and filling of vacancies of the SRC and the SCCs.
- 2.2 The rules on the designation of SCC members to the SRC.
- 2.3 A framework on the functions, duties, procedures, accountability and operation of the SRC and the SCCs.
- 2.4 Rules ensuring the continued performance of the SRC, SCCs and the subordinate student leadership structures.
- 2.5 The rules on the designation of SRC members to the Council, Senate, Institutional Forum, and other university committees and forums.

## 3 Purpose

- 3.1 The purpose of the SRC Constitution is to provide –
  - 3.1.1 the rules on the functions and duties of the office bearers of the SRC and the SCCs;
  - 3.1.2 the rules on the procedures and operations of the SRC and the SCCs;
  - 3.1.3 the hierarchy of accountability of the SRC, the SCCs, and the subordinate student leadership structures of the SRC;
  - 3.1.4 the environment in which the SRC establishes subordinate student leadership structures of the SRC; and
  - 3.1.5 the aligned portfolios of the SRC and the SCCs.
- 3.2 The SRC Constitution remains subject to the Statute and the Institutional Rules, and where relevant must function within the provided regulatory frameworks.

## 4 Reporting

- 4.1 The SRC reports to the Executive Director: Student Life, and, where required, the Registrar, on the matters pertaining to the SRC Constitution as necessary.

## 5 Review

- 5.1 The review and amendment of the SRC Constitution is provided for in the Institutional Rules.

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<sup>1</sup> Hereafter referred to as: the Statute.

<sup>2</sup> Hereafter referred to as: the Institutional Rules.

## FUNCTIONARIES AND PORTFOLIOS OF THE SRC AND THE SCCS

### 6 Functionaries of the SRC and the SCCs

In accordance with the Institutional Rules -

- 6.1 The functionaries of President, Deputy President, Secretary-General, Transformation and Diversity Officer, and Distance Students' Officer, form part of the composition of the SRC.
- 6.2 The functionaries of Chairperson, Deputy Chairperson, Secretary, and Transformation and Diversity Officer, form part of the composition of each SCC.

### 7 Portfolios of the SRC and the SCCs

#### 7.1 Portfolios of the SRC

- 7.1.1 In addition to the functionaries provided in terms of the Institutional Rules, the following portfolios form part of the composition of the SRC:

1.	President	Functionary
2.	Deputy President	Functionary
3.	Secretary-General	Functionary
4.	Transformation and Diversity Officer with Current Affairs	Functionary, with an assigned portfolio
5.	Distance Students' Officer	Functionary
6.	Academic Officer	Portfolio
7.	Arts and Culture Officer	Portfolio
8.	Community and Stakeholder Engagement Officer	Portfolio
9.	Fundraising and Projects Officer	Portfolio
10.	Legal Officer	Portfolio
11.	Marketing and Public Relations Officer	Portfolio
12.	Residence Officer	Portfolio
13.	Societies Liaison and International Students' Officer	Portfolio
14.	Sport Officer	Portfolio
15.	Treasurer-General	Portfolio

- 7.1.2 The provided functionaries and portfolios of the SRC are designated in accordance with Chapter 3 of the Institutional Rules.

#### 7.2 Portfolios of an SCC

- 7.2.1 In addition to the functionaries provided for in terms of the Institutional Rules, the following portfolios form part of the composition of each SCC:

1.	Chairperson	Functionary
2.	Deputy Chairperson	Functionary
3.	Secretary	Functionary
4.	Transformation and Diversity Officer with Current Affairs	Functionary, with an assigned portfolio
5.	Academic Officer	Portfolio
6.	Arts and Culture Officer	Portfolio

7.	Community and Stakeholder Engagement Officer	Portfolio
8.	Fundraising and RAG Officer	Portfolio
9.	Legal Officer	Portfolio
10.	Marketing and Public Relations Officer	Portfolio
11.	Residence Officer	Portfolio
12.	Students' Interest and Development Officer	Portfolio
13.	Sport Officer	Portfolio
14.	Societies Liaison and International Students' Officer	Portfolio
15.	Treasurer	Portfolio

7.2.2 The provided functionaries and portfolios of each SCC are elected in accordance with Chapter 2 of the Institutional Rules.

7.2.3 The Executive Committee (Exco) of an SCC is comprised of the Chairperson, Deputy Chairperson, Secretary, Legal Officer and Treasurer.

### **7.3 Internal reporting of the SRC and the SCCs**

7.3.1 Every member of the SRC must report on the performance of their functions at every regular meeting of the SRC.

7.3.2 SCC functionaries and portfolios must submit quarterly reports to the corresponding SRC portfolios for reporting to the SRC.

### **7.4 Acting positions of the SRC and the SCC**

#### **7.4.1 Absences within the SRC**

7.4.1.1 In the event of a temporary absence(s) occurring within the SRC for a predetermined period of time which does not result in mere absence from a meeting of the SRC, the SRC may resolve by means of a two-thirds majority vote to temporarily delegate the roles, functions and duties of the relevant SRC member(s) to another SRC member(s).

7.4.1.2 An SRC member(s) to whom roles, functions and duties are temporarily delegated is referred to as an acting member(s).

7.4.1.2.1 Acting members retain only one vote.

#### **7.4.2 Absences within an SCC**

7.4.2.1 In the event of a temporary absence(s) occurring within an SCC for a predetermined period of time which does not result in mere absence from a meeting of the SCC, the SCC may resolve by means of a two-thirds majority vote to temporarily delegate the roles, functions and duties of the relevant SCC member(s), to another SCC member(s).

7.4.2.2 A member(s) to whom roles, functions and duties are temporarily delegated is referred to as an acting member(s).

7.4.2.3 Acting members retain only one vote.

7.4.2.4 The temporary delegation of the roles, functions and duties of an SCC member who is also an SRC member, does not result in the acting member being temporarily delegated to the SRC by the SCC.

#### **7.4.3 Vacancies within the SCC**

7.4.3.1 In the event of a vacancy occurring within an SCC in accordance with para. 18.1 of the Institutional Rules, the SCC may resolve by means of a two-thirds majority to temporarily delegate the roles, functions and duties of the vacant SCC position(s) to the remaining members of the SCC concerned, until such time that the vacancies are filled in accordance with the Institutional Rules.

## **8 Annual training and orientation**

- 8.1 The Executive Director: Student Life annually coordinates and oversees the training and orientation of newly elected student leaders within three months of their election in consultation and collaboration with the SRC and SCCs.
- 8.2 In addition to the training and orientation programme indicated in para. 8.1 of the SRC Constitution, the portfolios of the SRC and the SCC also facilitate training initiatives for subordinate student leadership structures, relevant for the functioning of the portfolio.

## **THE RULES ON THE FUNCTIONS AND DUTIES OF THE OFFICE BEARERS OF THE SRC AND THE SCCs**

### **9 Functions of the SRC**

The SRC -

- 9.1 Oversees the coordination of Student Life as done by the SCCs and the subordinate student leadership structures.
- 9.2 Develops and approves the rules and guidelines which inform the coordination of Student Life activities as coordinated by the SRC, the SCCs and the subordinate student leadership structures.
- 9.3 Creates and approves rules which allow for the effective and efficient functioning of the SCCs and subordinate student leadership structures.
- 9.4 Oversees the development of procedures which provide for the day-to-day functioning of the SCCs, in accordance with the Institutional Rules and the SRC Constitution.
- 9.5 Creates and approves the rules on the affiliation of societies to the SCCs.
- 9.6 Oversees the implementation of the rules it has approved within the student leadership environment.
- 9.7 Conducts benchmarking exercises on matters relevant to the functioning of the SRC and for the purpose of improving the overall comparable student experience.
- 9.8 Establishes task teams and forums which assist in the execution of the functions and responsibilities of the SRC.
- 9.9 Provides regular feedback on the functioning of the SRC, the SCCs and the subordinate student leadership structures to the student community.
- 9.10 Affiliates with external organisations within the higher education sector which promote the legitimate interests of the registered students of the University, provided that such organisations adhere to the values, principles, conditions and guidelines set by the SRC.
- 9.11 Liaises with the students' representative councils of other higher education institutions to promote the interests of the students of the university.
- 9.12 Releases statements and communiques to the student community of the university, in accordance with the provisions of Part 9 of the SRC Constitution.
- 9.13 Recommends that the university enters into specific contracts on behalf of the SRC in accordance with the provisions of Part 6 of the SRC Constitution.
- 9.14 Addresses any other matter which the Council may entrust to the SRC.
- 9.15 Confers honorary awards and recognitions to students for outstanding performance and contributions made towards the coordination of Student Life, as provided for Part 10 of the SRC Constitution.

### **10 Duties of the SRC**

The SRC -

- 10.1 Annually adopts a broad-based performance plan and framework within one (1) month following the constituting meeting of the SRC.
- 10.2 Executes the relevant disciplinary procedures as provided for in the Manual on Student Discipline.
- 10.3 Creates effective measures and guidelines that promote and maintain discipline within the student leadership domain, subject to the Policy on Student Discipline.
- 10.4 Monitors and ensures the compliance of the SCCs to the rules, procedures and mechanisms of the university, and must create effective mechanisms to enable and support such.
- 10.5 Approves the annual performance plan of the SCCs and oversees its execution within the ambit of the performance plan of the SRC.

### **11 Specific functions of the functionaries and portfolios of the SRC**

The following specific functions are ascribed to the following functionaries and portfolios of the SRC –

## **11.1 SRC: President**

- 11.1.1 Oversight of the implementation of the decisions and resolutions of the SRC.
- 11.1.2 Represents the interests of students of the University, which is a function that may when necessary be delegated to another member of the SRC.
- 11.1.3 Oversight of the development and implementation of the broad-based performance plan and framework in collaboration with the relevant SRC members.
- 11.1.4 Determines the agenda of the meetings of the SRC in consultation with the Secretary-General.
- 11.1.5 Liaises with the University Management and with all other relevant University stakeholders in consultation with the SRC Exco.
- 11.1.6 Drafts statements and communiques of the SRC, with the assistance of the SRC: Marketing and Public Relations Officer.
- 11.1.7 Prepares reports of the SRC to be submitted and presented at various University committees and forums to which the SRC is designated.
- 11.1.8 Liaises on behalf of the SRC with the external organisations which promote and contribute to the interests of the university's student community.

## **11.2 SRC: Deputy President**

- 11.2.1 Performs the functions and roles as provided for in accordance with the Manual on Student Discipline.
- 11.2.2 Participates and contributes towards the coordination of the annual Registration and Orientation (R & O) Programme for first-time entering new students across the three campuses;
- 11.2.3 Oversees and coordinates the appointment of task teams and forums as established by the SRC from time to time.
- 11.2.4 Coordinates the development and consultation of rules, processes and guidelines developed by the SRC, in consultation with the SRC: Legal Officer and other relevant SRC members.
- 11.2.5 Develops mechanism and procedures which assist, monitor and ensure adherence of subordinate student leadership structure to rules and policies of the university and the SRC.

## **11.3 SRC: Secretary-General**

- 11.3.1 Ensures effective and efficient communication and information sharing pertaining to the meetings of the SRC with the members of the SRC, harnessing the mechanisms and platforms made available by the University for such purposes.
- 11.3.2 Prepares agendas and documentation for SRC meetings, in consultation with the SRC: President, harnessing the mechanisms and platforms made available by the University for such purposes.
- 11.3.3 Ensures that all members of the SRC have access to the records and documents of the SRC, harnessing the mechanisms and platforms made available by the university for such purposes.
- 11.3.4 Coordinates the correspondence of the SRC in collaboration with the SRC Exco, and in consultation with the Executive Director: Student Life.
- 11.3.5 Maintains and archives the records and correspondence of the SRC.
- 11.3.6 Assists the SRC President in the consolidation of the reports of the SRC.
- 11.3.7 Facilitates the process of procuring the attire of the SRC members, in collaboration with the Executive Director: Student Life.

## **11.4 SRC: Transformation and Diversity Officer with Current Affairs**

- 11.4.1 Develops and coordinates programmes and initiatives that promote cultural diversity, and pursue transformation and diversity targets as provided for by the University Council, within the student community in collaboration with the SRC Exco.
- 11.4.2 Ensures the incorporation of tenets that promote social cohesion in projects of the SRC.
- 11.4.3 Addresses international, national and university current affairs by fostering continual dialogue on issues relevant to the student body and advising the SRC on related matters.
- 11.4.4 Ensures the observation of and adherence to the symbols of the University with a view to fostering integration.



11.4.5 Coordinates institutional projects that promote diversity and transformation within the student community.

### **11.5 SRC: Distance Students' Officer**

11.5.1 Interacts with distance students for the purposes of determining their common challenges and concerns and advising the SRC accordingly.

11.5.2 Establishes, chairs and manages a distance students' committee with the aim to improve the student experience of distance students.

11.5.3 Drafts, implements and coordinates an annual programme of events and projects designed to promote the interests of distance students.

11.5.4 Liaises with the Unit for Open Distance Learning on matters affecting distance students.

### **11.6 SRC: Academic Officer**

11.6.1 Liaises with the relevant SCC members on matters affecting students' academic matters.

11.6.2 Liaises, consults and advocates on behalf of students with the University and relevant structures on academic matters affecting students and the functioning of the University's support departments that pertain to academic support services.

11.6.3 Develops and maintains the rules guiding the election, membership, filling of vacancies, functions and procedures of the academic students' chapters.

11.6.4 Coordinates research projects of the SRC as required.

11.6.5 Assists the SRC: Distance Students' Officer on academic matters affecting students enrolled in the distance learning environment.

### **11.7 SRC: Arts and Culture Officer**

11.7.1 Creates and maintains a conducive arts and culture environment for students in collaboration with the relevant SCC portfolios.

11.7.2 Advocates for the interest of student in relation to arts and culture activities.

11.7.3 Promotes the provisioning of a comparable arts and cultures experience for students.

11.7.4 Coordinates arts and culture activities at an institutional level.

### **11.8 SRC: Community and Stakeholder Engagement Officer**

11.8.1 Establishes and chairs the SRC's community and stakeholder engagement forum composed of representatives of the SCCs, and subordinate student leadership structures.

11.8.2 Plans, organises and coordinates the SRC's community and stakeholder engagement programmes, in liaison with the Community Engagement Office and the Executive Director: Student Life.

11.8.3 Advises the SRC on community and stakeholder engagement.

11.8.4 Compiles a report on community engagement programmes executed by the SRC, in collaboration with the Community Engagement Office and the relevant SCC members.

### **11.9 SRC: Fundraising and Projects Officer**

11.9.1 Establishes an institutional student fundraising committee.

11.9.2 Plans, organises and executes SRC fundraising programmes and initiatives in liaison with the SRC: Treasurer General and the University's Fundraising Department, which positively contribute towards the institutional student community and communities of the NWU.

11.9.3 Ensures the compliance by SCCs and subordinate student leadership structures to the relevant rules of the SRC and the university.

11.9.4 Approves the fundraising initiatives of the SRC.

### **11.10 SRC: Legal Officer**

- 11.10.1 Coordinates the implementation of the rules and procedures of the SRC in collaboration with the relevant SRC members.
- 11.10.2 Advises the SRC on the applicable rules and procedures of the SRC and the university.
- 11.10.3 Promotes and creates awareness of the rights and duties of student leadership structures relevant within the university and higher education environment.
- 11.10.4 Coordinates the development of the rules and procedures in collaboration with the relevant SRC portfolio.

### **11.11 SRC: Marketing and Public Relations Officer**

- 11.11.1 Functions as a communication channel between the SRC and the student community.
- 11.11.2 Functions as spokesperson of the SRC in collaboration with the SRC Exco, in accordance with the relevant policies and rules of the University.
- 11.11.3 Promotes and develops brand and positive public image of the SRC.
- 11.11.4 Develops and drives initiatives towards the marketing and awareness of the SRC and its projects.
- 11.11.5 Develops publications of the SRC and its related functions and projects.
- 11.11.6 Assists and contributes towards the organisation of the University's open days, as organised by Corporate Relations and Marketing (CRM), in collaboration with the relevant SCC members.

### **11.12 SRC Residence Officer**

- 11.12.1 Liaises with the relevant SCC members on Residence-Life related matters.
- 11.12.2 Liaises, consults, and advocates on behalf of students with the University and relevant structures on Residence-Life matters affecting students, as well as the functioning of the University's support services pertaining to University Residences and Day Houses.
- 11.12.3 Develops and maintains the rules guiding the election, membership, filling of vacancies, functions and procedures of the house committees.
- 11.12.4 Develops and maintains the rules which guide the coordination of Student Life within the Residence-Life environment.
- 11.12.5 Advocates and promotes the interest of students as it relates to the accreditation of private accommodation and adherence to relevant set standards.

### **11.13 SRC: Societies Liaison and International Students' Officer**

- 11.13.1 Develops and maintains the rules which guide the affiliation of societies affiliated to the SCCs.
- 11.13.2 Oversight of the functions and activities of the societies affiliated with the SCCs, in collaboration with the relevant SCC members.
- 11.13.3 Liaises with the Community and Stakeholder Engagement Officer to develop and coordinate community outreach programmes.
- 11.13.4 Represents the interests of international students, and establishing mechanisms which promote the interest of such students, in liaison with the NWU International Office.
- 11.13.5 Interacts with international students for the purposes of determining their common challenges and concerns and advising the SRC accordingly.
- 11.13.6 Establishes and chairs an international students' forum.
- 11.13.7 Liaises with the SRC: Deputy-President to assist with the orientation of international students.
- 11.13.8 Develops and maintains the rules guiding the election, membership, filling of vacancies, functions and procedures of the affiliated societies.

### **11.14 SRC: Sport Officer**

- 11.14.1 Creates and maintains a conducive recreational and residence sporting environment for students in collaboration with the relevant SCC portfolios.
- 11.14.2 Advocates for the interest of students in relation to recreational sporting activities.

11.14.3 Promotes the provisioning of a comparable recreational sporting experience for students.

11.14.4 Coordinates recreational and residence sporting activities at an institutional level.

### **11.15 SRC: Treasurer-General**

11.15.1 Ensures the responsible and permissible expenditure of the funds allocated to the SRC, in collaboration with the SRC Exco and Executive Director: Student Life.

11.15.2 Advises the SRC on the budget allocated to the SRC, and the responsible and permissible expenditure thereof.

11.15.3 Reports on the financial expenditure of the SRC to the SRC.

11.15.4 Develops the budget of the SRC in collaboration with the SRC Exco and Executive Director: Student Life.

11.15.5 Develops and maintains rules and guidelines which inform the expenditure of funds allocated to the SRC.

## **12 Functions of the SCCs**

12.1 Make representations and recommendations on behalf of registered students to the SRC and other of the University stakeholders.

12.2 Coordinate Student Life activities as performed by student leaders at the respective campus with on realising the vision and mission of the NWU.

12.3 Affiliate student societies of the relevant campus and exert control over such societies in accordance with the relevant Rules of the SRC.

12.4 Establish Portfolio Committees of the SCC, in accordance with the relevant rules of the SRC.

12.5 Confer recognitions to students for outstanding performance and contributions made towards the coordination of Student Life, as provided for Part 10 of the SRC Constitution

12.6 Liaise with the student community of the relevant campus.

12.7 Perform benchmarking and research exercises to determine general student needs and opinions.

12.8 Collaborate with the Student Life Department and other University stakeholders responsible for facilities management in allowing for the use of facilities set aside by the NWU for promoting student activities.

12.9 With the approval of the SRC, affiliate with external organisations within the higher education sector which promote the legitimate interests of the registered students of the University, provided that such organisations adhere to the principles, conditions and guidelines set by the SRC.

12.10 Appoint internal task teams to investigate issues pertaining to the relevant SCC and student interests of the relevant campus, and to make recommendations with regard to these findings to the SRC.

12.11 Distribute publications and publicity material of the SCC to the student community of the relevant campus.

12.12 Advocate for the interest of students on matters of common concern to the student community of the relevant campus.

12.13 Establish and approve procedures which guide the day-to-day operations of the relevant SCC, in accordance with the Institutional Rules and the SRC Constitution.

12.14 Perform any other task, responsibility or role as may be ascribed to the SCC by the SRC or the University.

12.15 Determine the needs of the student community of the relevant campus as it pertains to the co-curricular Student Life activities coordinated by the SCCs, and establish projects which provide for such.

## **13 Duties of the SCCs**

13.1 Ensure the maintenance of student discipline in accordance with the Manual on Student Discipline.

13.2 Provide frequent feedback to the relevant Campus Director: Student Life on the functioning and performance of the SCC, as agreed by relevant parties at the beginning of the term

13.3 Draft and execute a year plan in accordance with the SRC's broad-based performance plan and framework.

- 13.4 Be available at the offices of the relevant SCC for a reasonable amount of time to allow for effective engagement with and access to students.
- 13.5 Promote diversity and inclusivity within the relevant campus student community.
- 13.6 Establish a balanced offering of co-curricular activities in comparison to the academic programme of the University.

## **14 Specific functions of the functionaries and portfolios of the SCCs**

The following specific functions are ascribed to the following functionaries and portfolios of the SCCs –

### **14.1 SCC: Chairperson**

- 14.1.1 Ensure the effective transfer of SCC activities and information between the outgoing and incumbent SCCs following the constituting meeting of the SCC.
- 14.1.2 In accordance with the broad-based performance plan and framework of the SRC, develop a SCC year plan on the coordination of Student Life activities in consultation with the relevant SCC members.
- 14.1.3 Ensure the successful execution of the SCC's year plan by the various SCC members
- 14.1.4 Draft statements and communiques on behalf of the SCC with the assistance of the SCC: Marketing and Public Relations Officer on matters pertaining to the student community of the relevant campus
- 14.1.5 Ensure the safe guarding and responsible use of the assets allocated to the SCC by the University, in collaboration with the relevant university department.
- 14.1.6 Liaise frequently with the relevant University stakeholders of the particular campus on matters relevant to the functioning of the SCC.
- 14.1.7 Facilitate the process of performance evaluation of the SCC in collaboration with the relevant Campus Director: Student Life.
- 14.1.8 Liaise with external organisations and stakeholders on matters relevant to the functioning of the SCC.

### **14.2 SCC: Deputy Chairperson**

- 14.2.1 In accordance with the Institutional Rules, temporarily acts on behalf of the SCC: Chairperson in the event that the SCC: Chairperson:
  - 14.2.1.1 has resigned or was dismissed, with the temporary acting capacity continuing until such time as a by-election can be held and the new SCC: Chairperson is elected; and/or
  - 14.2.1.2 is temporarily unable to perform their duties; and/or
  - 14.2.1.3 is absent for a prolonged period of time which reasonably justifies the necessity of instating a temporary acting member.
- 14.2.2 Assists the SCC: Chairperson in performing their functions and duties.
- 14.2.3 Coordinates the development and submission of the transfer reports of the outgoing SCC, and ensures that such are submitted during the constituting meeting of the newly elected SCC.
- 14.2.4 Ensures the adherence of the SCC and Portfolio Committees of the SCC to the rules of the SRC and the SCC, including the procedures on the day-to-day functioning of the SCC.
- 14.2.5 Performs the roles and duties as provided for in accordance with the Manual on Student Discipline.
- 14.2.6 Collaborates and assists in the coordination of the annual Registration and Orientation Programme for first-year students.
- 14.2.7 Compiles an SCC report after the conclusion of the Registration and Orientation Programme and submits such to the SCC: Chairperson and the relevant Campus Director: Student Life.
- 14.2.8 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

### **14.3 SCC: Secretary**

- 14.3.1 Takes minutes of all meetings of the SCC, including mass meetings.
- 14.3.2 Submits written documentation on the decisions and resolutions of the SCC Exco to SCC meetings.
- 14.3.3 Maintains the attendance registers of all SCC meetings, including mass meetings.
- 14.3.4 Issues proper and timeous notice of all SCC meetings, including mass meetings.
- 14.3.5 Coordinates all official correspondences of the SCC, excluding statements and communiques, and submits such to the SCC as required.
- 14.3.6 Ensures the adherence of the SCC and subordinate student leadership structures to the administrative processes and activities of the SCC and facilitates the necessary training on an annual basis.
- 14.3.7 Performs the general duties of a secretary.
- 14.3.8 Communicates all important dates relevant to the functioning of the SCC to the members of the SCC and other relevant stakeholders.
- 14.3.9 Coordinates and arranges all internal social engagements of the relevant SCC.
- 14.3.10 Liaises with the relevant subordinate student leadership structures of matters pertaining to the coordination of Student Life activities by the SCC
- 14.3.11 Coordinates the procurement of all the SCC attire, in collaboration with the relevant Campus Director: Student Life.
- 14.3.12 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

### **14.4 SCC: Transformation and Diversity Officer with Current Affairs**

- 14.4.1 Coordinates programmes and events that promote and facilitate social and intercultural cohesion amongst members of the student community, in collaboration with the relevant SCC portfolios and subordinate student leadership structures.
- 14.4.2 Identifies challenges and barriers impeding the integration, diversification and transformation of the student community.
- 14.4.3 Identifies challenges and inequalities related to the socio-economic and social welfare challenges experienced by the relevant student community.
- 14.4.4 Liaises with the relevant Campus Protection Services on matters pertaining to parking, and student safety.
- 14.4.5 Liaises with the relevant Campus Health Care Centre and Student Counselling and Development office with regards to the health and wellbeing of the student community.
- 14.4.6 Ensures the incorporation of the tenets that promote social cohesion and integration into the projects of the SCC.
- 14.4.7 Addresses international, national and University-related current affairs matter through the fostering continual dialogue on issues relevant to the student community and advising the SCC on related matters.
- 14.4.8 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

### **14.5 SCC: Academic Officer**

- 14.5.1 Determines the challenges related to students' academic and academic support services experiences, and reporting such to the relevant University stakeholders
- 14.5.2 Participates in the relevant university structures and committees to which the SCC: Academic Officer is delegated.
- 14.5.3 Keeps students informed about academic matters at all times.
- 14.5.4 Liaises with the departments of Student Academic Lifecycle Administration, and Academic Support Services, on matter relevant to academic support services affecting students.
- 14.5.5 Serves as the link between the Academic Student Chapters and the relevant SCC.
- 14.5.6 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.
- 14.5.7 Liaises with the SRC: Distance Students' Officer on matters affecting students enrolled in the distance learning environment of their specific campus.

#### **14.6 SCC: Arts and Culture Officer**

- 14.6.1 Promotes the values of the NWU in the field of arts and culture.
- 14.6.2 Organises, oversees, and coordinates specific arts-related events within the student community of the relevant campus.
- 14.6.3 Determines the arts and culture related needs of the relevant student community, and establishes appropriate projects which provide for such.
- 14.6.4 Oversees the functioning of the subordinate student leadership structures coordinating arts and culture related activities.
- 14.6.5 Endeavours to utilise arts as a bridge between cultural divides.
- 14.6.6 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

#### **14.7 Community and Stakeholder Engagement Officer**

- 14.7.1 Establishes partnerships and functional relationships with external organisations that act to the benefit of both the University and the local campus community.
- 14.7.2 Provides assistance and support to external organisations where reasonably possible and in a sustainable manner.
- 14.7.3 Collaborates with the SCC: Fundraising and RAG officer in ensuring the execution of fundraising initiatives to contribute positively towards such external organisations and the University.
- 14.7.4 Liaises with the University's Community Engagement Office and relevant Campus Director: Student Life on community engagement projects executed by the SCC.
- 14.7.5 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

#### **14.8 Fundraising and RAG Officer**

- 14.8.1 Plans, organises and executes SCC fundraising programmes in collaboration with the NWU's Fundraising Department and the relevant Campus Director: Student Life.
- 14.8.2 Ensures the compliance and adherence of the relevant SCC and subordinate student leadership structures to the relevant policies, rules and procedures guiding fundraising at the University.
- 14.8.3 Supports development, coordination and maintenance of fundraising initiatives conducted by the SCC.
- 14.8.4 Enables and develops the entrepreneurial skills of the student community by establishing projects and training initiatives which provide for such.
- 14.8.5 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

#### **14.9 Legal Officer**

- 14.9.1 Assists the SCC: Deputy-Chairperson in ensuring the adherence of the SCC and SCC sub-committees to the rules of the SRC and the SCC.
- 14.9.2 Coordinates the implementation of the rules and procedures of the SCC and SRC in collaboration with the relevant SCC members.
- 14.9.3 Advises the SCC on the applicable rules and procedures of the SRC, SCC and the University.
- 14.9.4 Promotes and creates awareness of the rights and duties of student leadership structures of the relevant campus, which are relevant within the university and higher education environment.
- 14.9.5 Coordinates the development of the procedures on the day-to-day functioning of the SCC, in collaboration with the relevant SCC portfolio.
- 14.9.6 Performing any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

#### **14.10 Marketing and Public Relations Officer**

- 14.10.1 Functions as the communication channel between the SCC and the student community.
- 14.10.2 Collaborates with Corporate Relations and Marketing (CRM) on marketing, recruitment and public relations projects relevant to the SCC.
- 14.10.3 Promotes and endorses the positive image and values of the NWU, as it relates to the SCC and the subordinate student leadership structures.
- 14.10.4 Assists and contributes towards the organization of the University's open days, as organised by CRM, in collaboration with the SRC.
- 14.10.5 Provides the necessary assistance to subordinate student leadership structures in the creation and distribution of marketing and publicity materials, and marketing and recruitment opportunities.
- 14.10.6 Ensures the adherence of the SCC and subordinate student leadership structures to the relevant rules and guidelines pertaining to marketing and public relations at the University
- 14.10.7 Develops and distributes publications of the SCC, in collaboration with Student Life and CRM.
- 14.10.8 Facilitates the approval of SCC's and subordinate student leadership structures' publications and posters in accordance with the Corporate Identity of the NWU, in collaboration with CRM.
- 14.10.9 Supports the functioning and activities of the SCC by harnessing social media platforms in accordance with the relevant university policies and rules.
- 14.10.10 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.
- 14.10.11 May request the assistance of CRM in the execution of the marketing, recruitment and public relations projects.

#### **14.11 Residence Officer**

- 14.11.1 Performs a liaison function between the relevant SCC and University Residences and Day Houses.
- 14.11.2 Ensures that regular feedback is given to the University Residences and Day Houses on matters affecting Residence Life.
- 14.11.3 Provides assistance to the House Committees on matters relevant to their functioning, as required by the relevant House Committees.
- 14.11.4 Advocates for the interest of students forming part of University Residences and Day Houses with the relevant campus stakeholders.
- 14.11.5 Advocates and promotes the interest of students as it relates to the accreditation of private accommodation and adherence to relevant standards set by the University and external stakeholders.
- 14.11.6 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

#### **14.12 Students' Interest and Development Officer**

- 14.12.1 Assists and contributes towards the leadership development and training initiatives for student leaders, in collaboration with Student Life.
- 14.12.2 Determines and advocates for the interest of non-residence students and ensuring their increased access to activities coordinated by the SCC.
- 14.12.3 Advocates for the interest of, and assisting with the needs of Students Living with Disabilities, in collaboration with the Disability Rights Unit.
- 14.12.4 Coordinates the processes related to records management, and the protection of personal information, of the SCC and subordinate student leadership structures, in collaboration with Student Life.
- 14.12.5 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

#### **14.13 Sport Officer**

- 14.13.1 Creates and maintains a conducive recreational and residence sporting environment for the student community of the relevant campus.
- 14.13.2 Advocates for the interest of students in relation to recreational sporting activities at a campus level.
- 14.13.3 Coordinates recreational and residence sporting activities at a campus level in collaboration with the relevant subordinate student leadership structures.

14.13.4 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

#### **14.14 Societies Liaison and International Students' Officer**

14.14.1 Oversees the coordination of activities hosted by the affiliated societies of the relevant campus.

14.14.2 Performs a liaison function between the SCC and the affiliated societies.

14.14.3 Facilitates and records the affiliation of student societies in accordance with the rules of the SRC.

14.14.4 Ensures the affiliation of a diverse composition of student societies, in a manner which is fair, non-discriminatory and transparent.

14.14.5 Represents the interests of international students at a campus level, and implementing the mechanisms which promote the interest of such students as provided by the SRC.

14.14.6 Interacts with international students for the purposes of determining their common challenges and concerns and advising the SCC and SRC accordingly.

14.14.7 Liaises with the SCC: Deputy-Chairperson towards ensuring the orientation of international students.

14.14.8 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

#### **14.15 Treasurer**

14.15.1 Deals with the financial aspects of the SCC's activities in accordance with the relevant rules and policies of the NWU.

14.15.2 Ensures that the financial policies and rules of the university are adhered to by the relevant SCC and the subordinate student leadership structures of the SCC.

14.15.3 Drafts the budgets of the various SCC portfolios in collaboration with the relevant SCC members.

14.15.4 Facilitates the necessary training and information to the subordinate student leadership structures on the financial rules, policies and procedures of the university, in collaboration with the Campus Director: Student Life and the department of Financial Planning.

14.15.5 Submits quarterly reports of the SCC's financial position during a meeting of the SCC.

14.15.6 Performs any reasonable task and/or responsibility as delegated by the SCC: Chairperson.

### **15 Limitations on the functions of the SCCs**

15.1 The functions of the SCCs are limited to the confines of the relevant campuses to which the SCCs were elected.

15.2 The functioning of the SCCs remains subject to the functioning of the SRC.



## PROCEDURES ON THE MEETINGS OF THE SRC AND THE SCCS

### 16 General procedures

- 16.1 All meetings of the SRC and the SCC are conducted in accordance with the standard rules and procedure applicable to the formal meetings of the structures of the University.
- 16.2 The meetings of the SRC are held at a time and place determined by the SRC: President in consultation with the SRC Exco.
- 16.3 The meetings of an SCC are held at a time and place as determined by the SCC: Chairperson, in consultation with the SCC Exco.
- 16.4 The SRC: Secretary-General must ensure that notice is given of the ordinary meetings of the SRC and that the relevant documentation is distributed at least one week before the date of the meeting.
- 16.5 A member who is unable to attend an ordinary meeting of the SRC must submit an apology in writing to the SRC: President at least 48-hours before the meeting date, and at least 24-hours before an extraordinary meeting, stating the reasons for absence.
- 16.6 All apologies submitted are noted in the minutes of the meeting.
- 16.7 All ordinary and extraordinary meetings of the SRC are minuted and the minutes of previous meetings must be approved during the next ordinary meeting.
- 16.8 The provision provided in paras. 16.4-16.7 apply to the meetings of the SCCs with the necessary changes.
- 16.9 Each SCC may develop administrative and procedural standards and guidelines which inform the functioning of their specific meetings, subject to the SRC Constitution.

### 17 Meetings of the SRC

#### 17.1 Ordinary meetings of the SRC

- 17.1.1 The SRC meets a minimum of six times during the course of their term of office, and the meetings may be conducted in person, virtually or through a combination of the two.
- 17.1.2 The quorum for an SRC meeting is nine (9) members.
- 17.1.3 If a quorum is not present, the meeting may be adjourned after one hour, whereupon absent members must be informed by the most appropriate available means that the meeting will be reconvened within two hours, upon which the members then present may be considered to be a quorum.
- 17.1.4 Meetings of the SRC are chaired by the President of the SRC, in whose absence, the Deputy President chairs the meeting.
- 17.1.5 In the event that both the President and the Deputy-President are unable to chair a meeting, the meeting elects a chairperson from the ranks of the SRC members in attendance to chair the specific meeting.
- 17.1.6 The President of the SRC may, after consulting with the SRC Exco, allow non-members to attend a meeting of the SRC as observers, subject to the following conditions being met:
  - 17.1.6.1 the person adds value to the issues being discussed by the meeting; and/or
  - 17.1.6.2 the person addresses specific matters that concern the NWU, and/or
  - 17.1.6.3 the person makes a presentation and leaves the meeting thereafter.
- 17.1.7 Non-members invited to attend a meeting of the SRC have no voting rights, and may only speak at the request of the meeting.
- 17.1.8 The SRC takes decisions by means of a majority vote of a minimum of twelve (12) members, with each member having one vote, which can be done by means of a secret ballot vote or an open vote.
- 17.1.9 The SRC Exco must determine whether a decision is made by means of a secret ballot vote or an open vote, with the three members of the Exco agreeing to the chosen voting manner.

- 17.1.10 The SRC may take decisions pertaining to the day-to-day operations and functioning of the SRC by means of general consensus, which may be done during a meeting of the SRC or by means of a round-robin process.
- 17.1.11 Decisions taken by the SRC regarding the approval, review and amendment of the SRC Constitution and/or other rules of the SRC may not be taken by means of general consensus or a round-robin process.
- 17.1.12 In the event of a parity of votes, the President may exercise a casting vote.

## **17.2 Extraordinary meetings of the SRC**

- 17.2.1 The President, after consultation with the SRC Exco, may at any time and with a minimum of forty-eight hours' (48 hours') notice, convene an extraordinary meeting of the SRC for a particular purpose.
- 17.2.2 The extraordinary meeting of the SRC must be convened in writing, with the President stating the purpose of the meeting.
- 17.2.3 A member of the SRC may, with the approval of the SRC Exco, request the President to convene an extra-ordinary meeting of the SRC.
- 17.2.4 The procedures provided for in para. 17.1 of the SRC Constitution apply with the necessary changes for an extraordinary meeting of the SRC, with the exception that only the President may chair an extraordinary meeting of the SRC.

## **17.3 SRC meetings in the event of occurring vacancies**

- 17.3.1 When a vacancy(ies) occurs/occur within the SRC and such a vacancy(ies) is/are filled in accordance with the Institutional Rules and subsequently results in the number of SRC members being less than fifteen (15) members, the number of members less than fifteen are referred to as missing members.
- 17.3.2 In the event of missing members occurring as described in para 17.3.1, the procedures provided for in accordance with para. 17.1 and 17.2 of the SRC Constitution apply, with the following exceptions:
- 17.3.3 The quorum of an SRC meeting indicated as nine (9) members is reduced by the number of missing members.
- 17.3.4 The SRC takes decisions by means of a majority vote of a minimum of twelve (12) members, with the required number of members reduced by the number of missing members.

## **17.4 SRC meetings in the event of a dissolution**

In the event of the dissolution of an SCC -

- 17.4.1 The quorum for an SRC meeting is two-thirds of the remaining members of the SRC provided that two of the three campuses are represented, until such time that an SCC is elected or appointed as the case may be.
- 17.4.2 The SRC takes decisions by means of a two-thirds majority vote, but may not take decisions regarding the amendment or review of the SRC Constitution, until such time that an SCC is elected or appointed as the case may be.
- 17.4.3 The meeting is chaired in the same manner as provided for in para 17.1 of the SRC Constitution.
- 17.4.4 The absence of a quorum as provided for in para 17.4.1 of the SRC Constitution is managed in the same manner as provided for in para 17.1.3 of the SRC Constitution.

## **18 Meetings of the SCCs**

### **18.1 Ordinary meetings of an SCC**

- 18.1.1 An SCC meets as frequently as required, but must meet at least once per month during the course of their term of office, and the meetings may be conducted in person, virtually or through a combination of the two.
- 18.1.2 The quorum for an SCC meeting is nine (9) members.
- 18.1.3 If a quorum is not present, the meeting may be adjourned after one hour, whereupon absent members must be informed by the most appropriate available means that the meeting will be reconvened within two hours, upon which the members then present may be considered to be a quorum.

- 18.1.4 Meetings of the SCC are chaired by the Chairperson of the SCC, in whose absence, the Deputy Chairperson chairs the meeting.
- 18.1.5 In the event that both the Chairperson and the Deputy-Chairperson are unable to chair a meeting, the meeting elects a chairperson from the ranks of the SCC members in attendance to chair the specific meeting.
- 18.1.6 The Chairperson of the SCC may, after consulting with the SCC Exco, allow non-members to attend a meeting of the SCC as observers, subject to the following conditions being met:
  - 18.1.6.1 the person adds value to the issues being discussed by the meeting;
  - 18.1.6.2 the person addresses specific matters that concern the campus, and/or
  - 18.1.6.3 the person makes a presentation and leaves the meeting thereafter.
- 18.1.7 Non-members invited to attend a meeting of the SCC have no voting rights, and may only speak at the request of the meeting.
- 18.1.8 An SCC takes decisions by a means of majority vote of a minimum of ten (10) members, with each member having one vote, which can be done by means of a secret ballot vote or an open vote.
- 18.1.9 The SCC Exco must determine whether a decision is made by means of a secret ballot vote or an open vote, with the three of the five members of the SCC Exco agreeing to the chosen voting manner.
- 18.1.10 The SCC may take decisions pertaining to the day-to-day operations and functioning of the SCC by means of general consensus, which may be done during meeting of the SCC or by means of a round-robin process.
- 18.1.11 Decisions taken by the SCC regarding the review and amendment of the SRC Constitution and/or other rules of the SRC, and/or the procedures of the SCC, may not be taken by means of general consensus or a round-robin process.
- 18.1.12 In the event of a parity of votes, the Chairperson may exercise a casting vote.

## **18.2 Extraordinary meetings of an SCC**

- 18.2.1 The Chairperson, after consultation with the SCC Exco, may at any time and with a minimum of forty-eight hours' (48 hours') notice, convene an extraordinary meeting of the SCC for a particular purpose.
- 18.2.2 The extraordinary meeting of the SCC must be convened in writing, with the Chairperson stating the purpose of the meeting.
- 18.2.3 A member of the SCC may, with the approval of the SCC Exco, request the Chairperson to convene an extraordinary meeting.
- 18.2.4 The procedures provided for in para 18.1 of the SRC Constitution apply with the necessary changes for an extraordinary meeting of an SCC, with the exception that only the Chairperson may chair an extraordinary meeting of the SCC.

## **18.3 SCC meetings in the event of occurring vacancies**

In the event of a vacancy occurring within an SCC -

- 18.3.1 The quorum of the SCC meeting is two-thirds of the remaining members of the SCC concerned.
- 18.3.2 The SCC takes decisions by means of majority vote of two-thirds of the members in attendance.
- 18.3.3 The chairperson of the meeting is determined in accordance with para. 18.1 of the SRC Constitution.

## **18.4 Meetings of the SCC exco**

- 18.4.1 The SCC Exco may dispose of urgent matters pertaining to the SCC in the event that an ordinary meeting of the SCC or extraordinary meeting of an SCC would not be possible.
- 18.4.2 All decisions taken during a meeting of the SCC Exco must be ratified by the SCC during the next ordinary meeting of the SCC.
- 18.4.3 The meeting arrangements provided for in para. 18.1 apply with the necessary changes, with the exceptions that:

- 18.4.3.1 The meeting must be chaired by the Chairperson of the SCC.
- 18.4.3.2 Decision are taken by means of a unanimous vote.
- 18.4.3.3 All members of the SCC Exco must be present.
- 18.4.3.4 A notice period of the meeting is provided at least 24-hours before the meeting by the Chairperson of the SCC, stating the purpose of the meeting.
- 18.4.4 A meeting of the SCC Exco may not resolve on matters pertaining to:
  - 18.4.4.1 The amendment and/or review of the SRC Constitution.
  - 18.4.4.2 The termination of membership of an SCC member.
  - 18.4.4.3 The filling of vacancies occurring within the SCC.
  - 18.4.4.4 The designation of SCC members to the SRC.

## **19 Constituting Meetings**

- 19.1 The constituting meetings of the SCCs and the SRC are held in accordance with the Institutional Rules.
- 19.2 The SCC: Chairperson of the outgoing SCC convenes the constituting meeting, with the same applying for the SRC.
- 19.3 Constituting meetings are attended by the members of both the outgoing and incumbent SCCs, or the SRC as the case might be.
- 19.4 The constituting meetings of the SCCs are chaired by both the outgoing and the incumbent SCC: Chairpersons.
- 19.5 The constituting meetings of the SRC are chaired by the both the outgoing and the incumbent SRC: Presidents.
- 19.6 The constituting meetings of the SCCs and the SRCs are conducted in the following manner:
  - 19.6.1 The outgoing SCC Chairperson, or SRC President as the case might be, chairs the first half of the constituting meeting, and presides over the following agenda items:
    - 19.6.1.1 Opening, welcoming, and attendance.
    - 19.6.1.2 The finalisation of outstanding matters of the outgoing SCC, or SRC.
    - 19.6.1.3 The presentation and overview of the hand-over reports of the outgoing SCC, or SRC.
    - 19.6.1.4 The dissolution of the outgoing SCC, or SRC.
  - 19.6.2 The incumbent SCC: Chairperson, or SRC: President as the case might be, chairs the meeting following the dissolution of the outgoing SCC, or SRC, and presides over the following agenda items:
    - 19.6.2.1 The constituting of the new SCC, or SRC.
    - 19.6.2.2 The taking of the oath of office of the SCC, or SRC.
    - 19.6.2.3 Designation of members to the relevant committees and structures to which members of the SCC, or SRC, are designated.
    - 19.6.2.4 Establishing the planning process towards developing the annual programme of the SCC, or broad-based performance plan and framework of the SRC.
    - 19.6.2.5 Determination of meeting schedule.
    - 19.6.2.6 Closure of meeting.

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## **RULES ON THE ESTABLISHMENT OF THE SUBORDINATE STUDENT LEADERSHIP STRUCTURES**

### **20 Establishment**

- 20.1 The SRC as the highest ranking student leadership structure of the University, establishes the following subordinate student leadership structures as substructures of the SRC:
- 20.1.1 the House Committees of the University;
  - 20.1.2 the Students' Academic Chapters of the University;
  - 20.1.3 the Portfolio Committees of the SCCs; and
  - 20.1.4 the student society chapters and committees of the university as affiliated to the relevant SCCs.
- 20.2 The subordinate student leadership structures established in para. 20.1 are established for each of the campuses of the University.
- 20.3 The SRC will establish rules which guide the election, termination of membership, filling of vacancies, functioning and procedures of the subordinate student leadership structures, in consultation with the SCCs.
- 20.4 The SRC, from time to time, establishes task teams and forums for the purpose of supporting and executing its functions and duties.

### **21 Accountability, reporting and scope**

- 21.1 The subordinate student leadership structures are accountable and report to the relevant SCC of the campus at which it is established in accordance with para. 20 of the SRC Constitution.
- 21.2 The scope of functioning, duties and procedures of the subordinate student leadership structures are limited to the confines of the campus at which they are established.

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## PROCEDURES ON REQUESTING THE UNIVERSITY TO ENTER INTO CONTRACTS ON BEHALF OF THE SRC AND SCCS

### 22 Contracts on behalf of the SRC

The SRC may request the University to enter into contracts on behalf of the SRC, subject to –

- 22.1 The requests being made in writing to the Executive Director: Student Life, and substantiated by a comprehensive motivation.
- 22.2 The proposed contract meeting the approval of the Legal Services Department of the University.
- 22.3 The proposed contract holding a clear benefit for the SRC and the University.
- 22.4 The proposed contract and required remuneration being permissible in accordance with the financial policy and the procurement policy of the NWU.

### 23 Contracts on behalf of the SCC

An SCC may request the University to enter into contracts on behalf of the SCC in accordance with para. 22 of the SRC Constitution, with the following changes:

- 23.1 The requests are made in writing to the relevant Campus Director: Student Life.
- 23.2 Where the approval of the contract falls beyond the authority assigned to the Campus Director: Student Life, such request must be submitted to the Executive Director: Student Life upon the recommendation of the relevant Campus Director: Student Life.

### 24 Type of contracts

The SRC and SCCs may request the university to enter into contracts on their behalf on the following matters:

- 24.1 The purchase and disposal of vehicles allocated for the exclusive use of the SRC, or the SCCs, for the execution of its functions.
- 24.2 The purchase and disposal of office furniture, stationary and other equipment necessary for the performance of the functions of the SRC, or the SCCs.
- 24.3 The purchase and distribution of clothing associated with the performance of the functions of the SRC, or the SCC.
- 24.4 The reception and entertainment of visitors by the SRC, or the SCCs.
- 24.5 The printing and distribution of student publications.
- 24.6 Agreements concerning leadership training of student leaders.
- 24.7 Agreements concerning recreational activities of the student community.
- 24.8 Agreements concerning tours undertaken for the purposes of the performance of the functions of the SRC.
- 24.9 Any other matter that falls within the scope of the functions of the SRC, or the SCC.

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## PROCEDURES ON DISPUTE RESOLUTION OF THE SRC AND THE SCC

### 25 Internal dispute resolution of the SRC and SCCs

- 25.1 In the event of a dispute arising between members of the SRC who are not members of the SRC Exco, the affected SRC member(s) may request the SRC Exco to intervene with the aim to resolve the dispute by means of mediation.
- 25.2 Such a request for intervention must be made in writing to the SRC Exco, stating the reasons for the dispute, and indicating why the SRC members have been unable to resolve the dispute themselves.
- 25.3 The SRC Exco must upon receipt of the request for intervention, meet and determine whether the dispute can be resolved by the SRC Exco, and act accordingly.
- 25.4 In the event of the dispute falling beyond the scope of the SRC Exco to address, and the dispute severely impacts on the functioning of the SRC, the SRC Exco may request the SRC to resolve the dispute by means of the process provided for in the Institutional Rules.
- 25.5 In the event of the dispute involving members of the SRC Exco, the affected SRC members may request the Executive Director Student Life to intervene with the aim to resolve the dispute by means of mediation.
- 25.5.1 Such a request for intervention, must be made in writing, and be supported by a minimum of seven (7) members of the SRC.
- 25.5.2 In the event of the Executive Director: Student Life being unable to resolve the dispute, or the resolving of the dispute fall beyond the scope of the Executive Director: Student Life to address, the affected member(s) may request the SRC to resolve the dispute by means of the process provided for in the Institutional Rules.
- 25.6 Disputes arising within the SCC, are resolved in accordance with paras. 25.1-25.5 of the SRC Constitution, with a dispute of an SCC heard in accordance with para. 25.5 being addressed by the relevant Campus Director: Student Life.

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## PROCEDURES ON THE BUDGET AND FINANCES OF THE SRC

### 26 Budgeting

- 26.1 The SRC: Treasurer-General must, with the assistance of the financial administrator delegated to the SRC by the University's Financial Planning Department, and in accordance with the University's official budgeting procedures, draft a budget for the subsequent term of the SRC to be presented at the constituting meeting.
- 26.2 The incoming SRC: Treasurer-General may, on the request of the SRC recorded during a formal meeting and with the advice of the delegated University's Financial Administrator, propose amendments to the draft budget to be incorporated in the final budget for the coming calendar year.
- 26.3 At least one third of a calendar year's budget must be available for the incoming SRC, which may in the subsequent calendar year, use no more than two thirds of the funds allocated in the budget.
- 26.4 The budget must provide for the funding of the activities of every portfolio, and the SRC: Treasurer-General must provide the incumbent SRC members with quarterly updates on the balance remaining in the budget made available to the portfolio concerned.
- 26.5 The budget must provide for expenses related to the functioning of the SRC, including expenses related to travel, accommodation, subsistence, and administration.
- 26.6 Subject to approval by the SRC the SRC: Treasurer-General may make additional allocations from external funding that may become available.

### 27 Expenditure

- 27.1 No more than the amount allocated in the budget to a portfolio of the SRC may be expended without prior approval by the SRC.
- 27.2 At least two weeks before the disbursement of funds is needed, the responsible SRC member must inform the SRC: Treasurer-General, who must advise the member whether the expenditure is justified.
- 27.3 The SRC: Treasurer-General must submit the relevant quotations and cost estimation obtained for expenditures to the Executive Director: Student Life, for approval.
- 27.4 Upon receipt of approval by the Executive Director: Student Life, the SRC: Treasurer-General must submit the relevant documentation to the administrative staff member tasked with the processing of payments.
- 27.5 All financial expenditure of the SRC must be in accordance with the relevant policies, rules and procedures that guide the financial expenditure of the University.
- 27.6 Funds allocated to the SRC may only be expended by SRC members.

### 28 Reporting

- 28.1 The SRC: Treasurer-General must submit a financial report to every ordinary meeting of the SRC, and a final report on the expenditure of the funds allocated to the SRC, and indicate all deviations from the budget during the constituting meeting.
- 28.2 The SCC: Treasurers must at least every three months provide the SRC: Treasurer-General with reports on the expenditure of the SCC concerned, using a template provided by the University Financial Administrator delegated to the SRC.

### 29 Training

- 29.1 At the first ordinary meeting of a term of the SRC the SRC: Treasurer-General must explain the financial procedures to all members in coordination with the Financial Administrator delegated to the SRC.
- 29.2 The SRC: Treasurer-General must oversee that training is provided at the start of the term of office of the SCCs and the subordinate student leadership structures, on matters relating to the financial policies, rules and procedures of the University, with specific reference to those rules and procedures applicable to student leaders.



### **30 Assistance of students**

- 30.1 The Treasurer-General of the SRC must host information sessions on each campus in cooperation with the relevant SCCs to inform students about available financial support opportunities such as bursaries and the channels available for lodging complaints about financial matters.

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## **RULES ON THE STATEMENTS AND COMMUNIQUES OF THE SRC AND THE SCCS**

### **31 General Rules**

- 31.1 Statements and communiques issued by the SRC and the SCC must comply with the relevant policies of the University pertaining to communication and protection of personal information.
- 31.2 Subordinate student leadership structures may only publish statements and communiques after consultation with the relevant SCC, with proof of such consultations and a copy of the statement or communique issued submitted by the SCC during the next ordinary meeting of the SRC, and to the relevant Campus Director: Student Life.

### **32 Statements and Communiques of the SRC**

- 32.1 The SRC: President may draft statements and communiques on behalf of the SRC.
- 32.2 Statements and communiques drafted must be consulted with the SRC Exco, and issued with the assistance of the SRC: Marketing and Public Relations Officer.
- 32.3 A copy of every statement and communique issued by the SRC must be provided to the Executive Directors: Corporate Relations and Marketing, and Student Life, as well as the spokesperson of the University.

### **33 Statements and Communiques of an SCC**

- 33.1 The SCC: Chairperson may draft statements and communiques on behalf of the SCC.
- 33.2 Statements and communiques drafted must be consulted with the SCC Exco, and issued with the assistance of the SCC: Marketing and Public Relations Officer.
- 33.3 A copy of every statement and communique issued by the SCC must be provided to the Executive Directors: Corporate Relations and Marketing, and Student Life, as well as the relevant Campus Director: Student Life and the spokesperson of the University.

## RULES ON THE CONFERRING OF HONORARY AWARDS AND RECOGNITIONS BY THE SRC AND THE SCCS

### 34 Honorary awards and recognitions

Honorary awards and recognitions may be awarded to a student who has shown exceptional merit or achievement in making contributions to the coordination of Student Life activities, programmes and initiatives as coordinated by the SRC, or an SCC. Honorary awards are awarded by the SRC in accordance with paras. 34.1-34.4 of the SRC Constitution. Certificates of recognition are awarded by, and at the discretion of the relevant SCC.

#### 34.1 Categories of honorary awards

- 34.1.1 The SRC Honorary Medal: the highest award of the SRC, awarded to a student leader who has played an important role in the broader student community through outstanding leadership, service and achievement.
- 34.1.2 The SRC Medal for Outstanding Contributions: awarded to a student who has played an important role in the student community through outstanding contributions.
- 34.1.3 The SRC Medal for Outstanding Leadership: awarded to a student who has played an important role in the student community through outstanding leadership.
- 34.1.4 SRC Awards for Arts and Culture: awarded for special achievements or contributions to the arts and cultural environment, as identified by the SRC from time to time.
- 34.1.5 SRC Awards for Sport: awarded for special achievements or contributions to sport environment, as identified by the SRC from time to time.

#### 34.2 Nomination of student recipients

- 34.2.1 Any student of the University may nominate a student to receive an award.
- 34.2.2 Nominations are made to the SRC: Secretary-General at least one month prior to the last SRC meeting of the term, signed by a proposer and seconder and accompanied by a full motivation and abbreviated curriculum vitae of the nominee.
- 34.2.3 Where a member of the SRC nominates or seconds a candidate for an award, the SRC member may not participate in the consideration by the SRC of the nomination concerned.

#### 34.3 Consideration of nominations

- 34.3.1 The SRC evaluates all nominations received at an ordinary meeting of the SRC and decides on the chosen recipients by means of a majority vote taken by secret ballot.
- 34.3.2 An award is not necessarily made only for achievements during a specific year, and may be awarded for achievement of more than one year.
- 34.3.3 A student may receive an award more than once and may receive more than one award simultaneously.
- 34.3.4 The SRC is not required to allocate an award in each category.

#### 34.4 Integrity of colours

- 34.4.1 The award of colours forges a close link between the recipient and the SRC, and the integrity, history, behaviour, and reputation of the recipient must therefore be consistent, and continue to be consistent, with the mission, vision and values of the SRC.
- 34.4.2 The SRC may at any time after an award is made, withdraw the award if the recipient's conduct is in conflict with the principles and values subscribed to by the SRC.